



Office of State Travel

Travel and PPM 49 Training




PPM49 Training

- Website: Travel.LA.Gov
- General Conditions
- Methods of Transportation
- Unused Airline Tickets
- Vehicles and Mileage Rate
- Lodging
- Meals
- Other Reimbursable Expenses
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Travel.LA.Gov



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OST Training




PPM 49 - TRAVEL POLICY




STATEWIDE CARD POLICY




OST TRAINING




TRAVEL AGENCY



GROUND TRANSPORTATION



AIRFARE/AIRPORT



HOTELS

OFFICE OF STATE TRAVEL

The Office of State Travel is responsible for setting Louisiana's general travel regulations, known as Policy and Procedure Memorandum 49 (PPM49). These regulations provide for more efficient administration of travel policies. The office sets the maximum standards along with clarifying, guiding, reviewing, and approving all waivers to PPM49.

State Travel is also the state program administrator for both the State of Louisiana's LaCarte Purchasing Card Program and the State's Corporate Travel Card Program. Its responsibility is to educate agency program administrators and manage both programs to ensure success.

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General Conditions

- Airfare, lodging, vehicle rental, and conference registrations must be placed on the LaCarte Purchasing Card, Travel Card, or agency CBA.
- Christopherson Business Travel is the State's contracted travel agency. Use of this contract is mandatory for airfare.
- Hotel Planner is available for use to book hotels. Use is not mandatory.
- Routine Travel - Travel required in the course of performing his/her regular job duties.
- Non-Routine Travel – conferences, out-of-state travel, non-routine meetings



General Conditions

- Travelers are responsible for all necessary expenses that are not covered by the agency's card program. (Meals, Incidentals, Baggage, Taxi Charges)
- Domicile – an employee's official domicile is determined by their agency's HR office.
 - Travelers cannot be reimbursed while traveling within their domicile or traveling from their residence to their official domicile. (Exception – when traveling within your domicile is a regular job duty)



Methods of Transportation

Air Travel

- All flights must be booked using Christopherson Business Travel.
 - Travelers must choose the lowest logical airfare.
 - Seat upgrades, business class, or first class are not to be paid by the agency.
- Christopherson Business Travel
 - Online Booking Fee - \$7 / Agent Booking Fee - \$24
 - Employees must verify their profiles before booking flights with Christopherson.
 - Employees must verify the agency field is correct and all information on the profile is complete and accurate.
 - In order for a charge to be placed on an agency's correct CBA account, the approver and the traveler must be set up under the same agency within Christopherson's system.



Methods of Transportation

Air Travel – Unused Tickets

- Traveler Responsibilities:
 - Review unused airline tickets every 30 days
 - Notifications sent 120, 90, 60, 30, and 14 days before ticket expiration
 - Notifications go to traveler and travel program administrator
- Department Head Duties:
 - Review unused airfare and traveler's justification
 - Decide if reimbursement is allowed based on justification
 - Ensure all files are documented properly
- Ticket Transfer Process:
 - If ticket won't be used before expiration:
 - Traveler must notify travel program administrator
 - Administrator should try to reassign ticket within the agency
 - If not usable internally, contact State Travel for another agency to use



Methods of Transportation

Motor Vehicle

- Travelers must use the options below in sequential order:
 - Use State Vehicle (when available)
 - Rent from State Contracts (Enterprise, National, or Hertz for travel > 99 miles)
 - Personal Vehicle Approval (Must get prior approval from Department Head for reimbursement > 99 miles)
- Personal Vehicle Mileage Rate
 - The mileage rate is based on the GSA privately owned automobile rate.
 - Current mileage rate is \$0.70/mile.
- No mileage or vehicle rentals are allowed for employees receiving a vehicle allowance unless they are traveling out-of-state.
- Prohibited Vehicles for Official Travel:
 - Motorcycles, bicycles, mopeds, and motorized scooters (including e-scooters)
 - No passengers allowed on these vehicles for official travel



Methods of Transportation

Motor Vehicle – Rental Vehicles

- The State's contracted rental companies that must be used for domestic travel:
 - Enterprise
 - National
 - Hertz
- Vehicle Size:
 - Allowed: Compact, Economy, Intermediate, or Standard
 - Larger or more expensive rental options must have justification and prior approval by your agency's department head
- Direct Billing: each agency should have direct bill accounts setup with each rental company being used. (See State Travel Website for contact information)
- Important Restrictions:
 - No personal use of state-rented vehicles
 - Reservation codes are never to be shared with non-state employees.
 - No prepaid fuels options or fuel charges are allowed.
- Insurance is included in the domestic vehicle rental contracts.



Methods of Transportation

Ground Transportation

- Includes the cost of buses, subways, airport shuttles/limousines, ferries, tolls, and taxis while on official State business.
 - Receipts are required
 - When utilizing a free shuttle service, a \$5 tip is allowed with no receipt
- Uber and Lyft are allowable but wait time fees are not reimbursable.
 - Travelers should try to utilize the most economic ground transportation without incurring additional fees or surge pricing.
 - Uber Black, Uber Black XL, and Uber Premier are not reimbursable
 - Lyft Lux, Lyft Lux Black, and Lyft Lux Black XL are not reimbursable
 - UberXL and Lyft XL are reimbursable with two or more passengers
- Tips for ground transportation must not exceed 20% of the total charge.



Methods of Transportation

Parking and Tolls

- Baton Rouge Airport (Indoor/Outdoor)
 - Contracted rate of \$4.50 per day (Receipt required)
 - Certificate and State ID required to receive contract rate.
 - Certificate - <https://www.doa.la.gov/media/ppyndkra/br-airport-parking-20-21.pdf>
- New Orleans Airport
 - Parking is allowed in the Surface Lot or the Airline Economy Garage
 - Reimbursable up to \$20 per day with receipt
- Other parking, ferry fares, and tolls
 - \$5 per day without receipt
 - Over \$5 per day with receipt
- Valet Parking
 - Included in daily incidentals (\$5/day for domestic travel)



Lodging and Meal Rates

- Domestic Lodging and Meals Rates
 - Based on U.S. General Service Administration (GSA)
 - <https://www.gsa.gov/travel/plan-book/per-diem-rates>
- International Lodging and Meal Rates
 - Based on U.S. Dept. of State
 - https://aoprals.state.gov/web920/per_diem.asp (Location Look-up)
 - https://aoprals.state.gov/content.asp?content_id=114&menu_id=75 (Daily per diem breakdown)



Lodging

- Louisiana Sales Tax is not allowed.
- Non-Conference Lodging Overage:
 - Department heads may approve actual costs up to 50% over GSA/Dept. of State rates for routine lodging (on a case-by-case basis)
- Declared Emergency Lodging:
 - If the Governor declares an emergency:
 - Department Heads may approve actual lodging up to 75% over the GSA/Dept. of State rate
 - Detailed documentation must be kept on file



Lodging

Conference Travel

- Lodging Rates:
 - Travelers are allowed to book at the conference lodging rates, plus tax and any mandatory surcharge (other than Louisiana Sales Tax).
 - **Receipts are required along with documentation showing the actual conference rate from conference organizers.**
- Vehicle Rentals:
 - No rental vehicles are allowed if staying at a designated conference hotel or an overflow hotel(s), unless prior approval is granted from the department head.
 - Rentals must be for official state business and supporting documentation must be maintained in the file.
- Lodging Fees
 - Many hotels charge mandatory fees (e.g., resort, amenity, urban destination, etc.)
 - Agencies/travelers should review these fees to determine what's included before authorizing reimbursement. Fees are reimbursable if they don't cover gifts (tours or tickets), but must not exceed the applicable tier rate combined with the daily room rate.



Meals and Incidentals (M&IE)

- Reimbursement Procedures:
 - Daily Per Diem if no meals are provided during the trip
 - No reimbursement for meals included in a conference agenda (including continental breakfast)
 - No receipts required unless a cash advance was given
 - Alcohol is prohibited
- First and Last day M&IE reimbursement is 75% of the full daily per diem.



Meals and Incidentals (M&IE)

- Single-Day Meals:
 - Not eligible unless travel exceeds 12 hours, deemed necessary, and is approved by the department head
 - Agencies must report single-day meal reimbursements as taxable wages
 - Maximum reimbursement: 75% of total M&IE rate for the location
- Incidental Tips
 - Limited to a maximum of \$5 per day for all incidental tips for domestic travel
 - Domestic incidental expenses include tips for valet, porters, baggage carriers, and hotel staff.



GSA Website

GSA U.S. General Services Administration

Per diem lookup

Search GSA.gov



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Per diem rates

Overview

FY 2025 per diem highlights

FAQs

Per diem files

M&IE breakdowns

Factors influencing lodging rates

Per diem boundaries

Fire safe hotels

Per diem contacts

Per diem rates

GSA establishes the rates that federal agencies use to reimburse their employees for lodging and meals and incidental expenses incurred while on official travel within the continental United States (CONUS). A standard rate applies to most of CONUS. Individual rates apply to about 300 non-standard areas (NSAs). Most NSAs are a key city/primary destination and the surrounding county. Rates for the coming federal government fiscal year are typically announced in mid-August. Search the rates below or refer to the [flet files](#), [API](#) [or](#), or [trip calculator](#).

Search by city, state, or ZIP code

Required fields are marked with an asterisk (*).

For Fiscal Year: *

2025 (Current Fiscal Year)



State

Louisiana



City

City (optional)

OR

ZIP

ZIP

Find Rates

Need a state tax exemption form?

Per OMB Circular A-123, federal travelers "...must provide a tax exemption certificate to lodging vendors, when applicable, to exclude state and local taxes from their hotel bills." GSA's SmartPay team maintains the most current [state tax information](#) [or](#), including any applicable forms.



GSA Website - Lodging

FY 2025 Per Diem Rates for Louisiana

Change fiscal year:

2025

2024

2023

or

[New Search](#)



Daily lodging rates (excluding taxes) | October 2024 - September 2025

Cities not appearing below may be located within a county for which rates are listed. To determine the county a destination is located in, visit the [Census Geocoder](#).



[Filter Results...](#)

Primary Destination ⓘ	County ⓘ	2024 Oct	Nov	Dec	2025 Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Standard Rate	Applies for all locations without specified rates	\$110	\$110	\$110	\$110	\$110	\$110	\$110	\$110	\$110	\$110	\$110	\$110
Alexandria / Leesville / Natchitoches	Allen / Jefferson Davis / Natchitoches / Rapides / Vernon Parishes	\$112	\$112	\$112	\$112	\$112	\$112	\$112	\$112	\$112	\$112	\$112	\$112
New Orleans	Orleans / Jefferson Parishes	\$157	\$157	\$157	\$157	\$179	\$179	\$179	\$179	\$133	\$133	\$133	\$157

Showing 1 to 3 of 3 entries



GSA Website – M&IE



Meals & Incidental Expenses (M&IE) rates and breakdown



The M&IE total is the full daily amount for a single calendar day when that day is neither the first nor last day of travel. The amount received on the first and last day of travel equals 75% of the M&IE total. See [M&IE breakdowns](#) for information related to the individual meal amounts.

Filter Results...

Primary Destination ⓘ	County ⓘ	M&IE Total	Breakfast	Lunch	Dinner	Incidental Expenses	First & Last Day of Travel
Standard Rate	Applies for all locations without specified rates	\$68	\$16	\$19	\$28	\$5	\$51.00
Alexandria / Leesville / Natchitoches	Allen / Jefferson Davis / Natchitoches / Rapides / Vernon Parishes	\$68	\$16	\$19	\$28	\$5	\$51.00
New Orleans	Orleans / Jefferson Parishes	\$80	\$20	\$22	\$33	\$5	\$60.00

Showing 1 to 3 of 3 entries



U.S. Dept. of State Website



Per Diem Rates

[Excel Versions of Per Diem](#)

[Foreign Per Diem Rates](#)

Allowance Rates

[Allowances By Location](#)

[Allowances By Type](#)

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Office of Allowances

Foreign Per Diem Rates by Location DSSR 925

You may use the dropdown box below to select a country. Entering the first letter of the country name will jump to that portion of the listing. Clicking "Go" will display Per Diem data for all locations within the country selected.

Country:

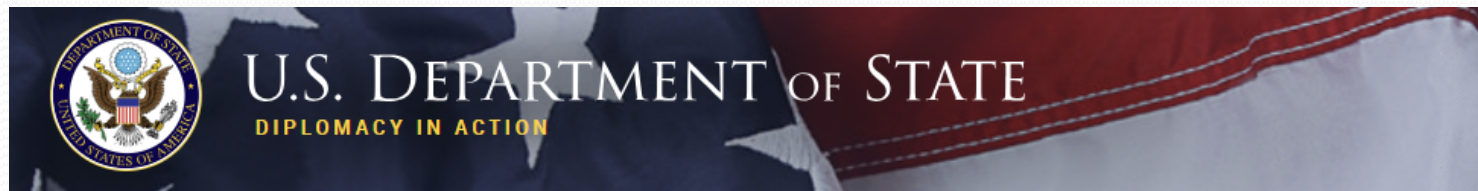


You may use the input field below to enter all or part of a post name. The percent sign "%" serves as a wildcard character. Clicking "Go" will display a list of posts matching the name entered with links to the Per Diem data.

Post:



U.S. Dept. of State Website



Per Diem Rates

- [Excel Versions of Per Diem](#)
- [Foreign Per Diem Rates](#)

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[Select by Location](#)
[Select by Allowance Type](#)
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Foreign Per Diem Rates In U.S. Dollars DSSR 925

Country: **AUSTRIA**
Publication Date: **04/01/2025**

Previous Rates:

Country Name	Post Name	Season Begin	Season End	Maximum Lodging Rate	M & IE Rate	Maximum Per Diem Rate	Footnote	Effective Date
AUSTRIA	Graz	01/01	12/31	244	115	359	N/A	04/01/2025
AUSTRIA	Innsbruck	01/01	12/31	211	120	331	N/A	04/01/2025
AUSTRIA	Linz	01/01	12/31	178	141	319	N/A	04/01/2025
AUSTRIA	Other	01/01	12/31	211	120	331	N/A	04/01/2025
AUSTRIA	Salzburg	01/01	12/31	250	110	360	N/A	04/01/2025
AUSTRIA	Vienna	01/01	12/31	333	135	468	N/A	04/01/2025



U.S. Dept. of State Website

Office of Allowances

Appendix B

Chapter 301-Federal Travel Regulation

Allocation of M&IE Rates to Be Used in Making Deductions from the M&IE Allowance

M&IE rates for the localities in nonforeign areas (prescribed in Civilian Personnel Per Diem Bulletins published periodically in the Federal Register by the Secretary of Defense) and for localities in foreign areas (established by the Secretary of State in Section 925, a per diem supplement to the Standardized Regulations Government Civilians, Foreign Areas) shall be allocated as shown in this table (Section 301-11.18) when making deductions from nonforeign or foreign area per diem rates.

M &IE Rate	Breakfast	Lunch	Dinner	Incidentals
\$119	18	30	48	23
\$120	18	30	48	24
\$121	18	30	49	24



Other Reimbursable Expenses

- State Business Communication Costs:
 - Reimbursable with receipts
 - Personal calls during domestic travel are not reimbursable
 - Travelers with a state-issued phone or receiving a monthly stipend are not allowed communication reimbursements for domestic travel.
- International Travel Communication Costs:
 - Up to \$10 for personal calls upon arrival at each destination and up to \$10 for personal calls every second night after the first night, if the travel extends several days.
 - International charges by mobile service providers may be reimbursed with receipts and business justification. If travelers are reimbursed for this, there is no allowance for personal calls.
- Laundry Services (Domestic Travel Only):
 - Reimbursable for travel over 7 days with prior department head approval
 - Receipts required, reimbursed up to actual cost



Agency Hosted Conference

- Must be in accordance with the current Small Purchase Executive Order.
- Sign-in sheets are required
- Breakfast and Dinner require approval from the Commissioner of Administration.
- The lunch allowance is the sum of the breakfast and lunch per diem listed in the applicable location's tier.
 - Example – If the PPM49 meal rates for New Orleans are \$17 for breakfast and \$18 for lunch, the conference lunch allowance will be \$35.
- Refreshments – \$5.50 per person and allowed twice per day.



Office of State Travel

Travel and PPM49 Training

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